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KSC LAUNCH OPERATIONS DIRECTIVE NO. 16D

To: Distribution   From: _W. J. Kapryan_
                                  Director of Launch Operations

Subject: SKYLAB FIRING ROOM ACCESS FOR LC-39 SPACE VEHICLE
          TEST OPERATIONS

1.1 PURPOSE

This directive defines the method for controlling access to LC-39
Firing Rooms for Space Vehicle Test Operations, details the
procedures to be followed in obtaining access, and defines when
access controls will be in effect.

2.1 SCOPE

The provisions of this directive are applicable to all KSC
elements requiring access to LC-39 Firing Rooms for major Space
Vehicle Test Operations.

3.1 RESPONSIBILITIES

All organizational elements within the Directorate of Launch
Operations and all organizational elements which support the
Director of Launch Operations during the performance of major
tests are responsible for compliance with the instructions set
forth below.

4.1 INSTRUCTIONS

4.1.1 GENERAL

The Launch Control Center Firing Rooms are work areas designated
for the test and checkout of Saturn Space Vehicles. Due to the
limited work space available and the number of people required
for vehicle testing and launch, it is necessary to limit Firing
Room access to those persons directly engaged in conducting the
operations and maintaining the equipment.

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4.1.2 ACCESS CONTROL

a. Firing Room Access Controls will be implemented for FRT
and from start of CDDT through launch. Access Control may be
implemented at other times at the discretion of the Test
Supervisor.

b. Access will be by Firing Room Access Badges issued by
KSC Security through the Test Operations Office, LA-OPN, to the
appropriate agency prior to the above designated exercises.

4.1.3 TYPES OF BADGES

Six types of Firing Room Access Badges defined as follows will be
used: Permanent, Operations, Maintenance, Secondary Firing Room,
Temporary, and Relief.

a. Permanent Firing Room Access Badge: This badge will be
issued for each mission to those persons having a direct
console/rack position related to the conduct of that mission.
The Permanent Badge will authorize the wearer access to the
Mission's Operational Firing Room and to the Secondary Firing
Room during any phase of Test Operations. The Permanent Badge
will provide access but not seating in the Secondary Firing Room.

For the dual Skylab 1 and 2 Test Operations, an
additional Permanent Firing Room Access Badge common to both
missions will be used to allow the wearer access to either Skylab
Operational Firing Room and to the Secondary Firing Rooms during
any phase of Test Operations. This Permanent SL-1/SL-2 Access
Badge will be issued in addition to the Permanent SL-1 and
Permanent SL-2 (and subsequent mission) Access Badges. The
Permanent SL-1/SL-2 Access Badge will be issued only to
individuals having a direct function in both the Skylab 1 and
Skylab 2 operations but will not provide for seating in the
Secondary Firing Room. One type of Permanent Firing Room Access
Badge will be issued for each console/rack position in each
Firing Room. Exception to this rule will be reviewed and
approved by the Test Operations Office, LA-OPN. Issuance will be
on a by name and function basis.

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b.   Operations Firing Room Access Badge: This badge is to
be issued to persons having a direct Test Operation function in
the Firing Room until the start of the terminal phase of CDDT and
LCD. It will be issued to personnel required in the Firing Rooms
to provide flight hardware or flight hardware GSE related
technical assistance (including quality control surveillance).

The Operations Badge will authorize the wearer access
to both the Operational Firing Room and to the Secondary Firing
Room. The Operations Badge will not permit admittance to either
Firing Room during critical test periods (i.e., start of space
vehicle propellant loading, CDDT and LCD and start of Dry CDDT
minus count) and at other times at the discretion of the Test
Supervisor.

The Operations Badge will authorize access to both
Skylab 1 and Skylab 2 Operational Firing Rooms and the Secondary
Firing Room.

c.   Maintenance Firing Room Access Badge: This badge is to
be issued to persons requiring admittance to Firing Rooms to
perform modification, janitorial, maintenance, and repair type
functions.

The Maintenance Badge will authorize the wearer access
to the Operational Firing Room and to the Secondary Firing Room.
The Maintenance Badge will not permit admittance to either Firing
Room during critical test periods (i.e., start of space vehicle
propellant loading, CDDT, LCD, and start of Dry CDDT minus count)
and at other times at the discretion of the Test Supervisor.

The Maintenance Badge will authorize access to both
Skylab 1 and Skylab 2 Operational Firing Rooms and the Secondary
Firing Room.

The Maintenance Badge does not provide for seating in
either Firing Room.

d.   Secondary Firing Room Access Badge: This badge will be
issued to persons having responsibility to provide real time
support functions to the Operational Firing Room. Issuance will
be held to a minimum consistent with launch support functions
requirements.

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The Secondary Firing Room Access Badge will authorize the wearer access and seating in the Secondary Firing Room during any phase of test operations. This badge will not authorize access to the Operational Firing Room.

e.   Temporary Firing Room Access Badge: This badge will be issued on an individual basis by the Security guards at the Firing Room entrance to persons required in the Firing Room to support Test Operations. The badge will be returned to the Security guard upon exit from the Firing Room unless specifically authorized otherwise. It will authorize entrance to either Operational or Secondary Firing Room.

Authorization for Temporary Badge issue will be coordinated by the Firing Room Security Officer through the Test Supervisor, Launch Vehicle Test Conductor, Spacecraft Test Conductor, and Test Support Controller as applicable.

The Firing Room Security guards shall be responsible for maintaining records of Temporary Badge issuance.

f.   Relief Firing Room Badge: This badge is to be issued to relieve personnel within the Firing Room possessing a Permanent, Operations or Secondary Badge. Persons issued the Relief Badge shall exchange the Relief Badge for the one worn by their counterpart. Badge exchange time shall be limited to a maximum of ten (10) minutes.

The Firing Room Security Guards are responsible for maintaining records of Relief Badge issue. These records shall include time of issue, name of person receiving badge, and Firing Room location of counterpart. Persons exceeding the time limit for relief are to be reported to the Firing Room Security Officer for remedial action as appropriate.

4.1.4   BADGE ISSUE

a.   The Launch Vehicle Test and Operations Management Office, Operations Division of Spacecraft Operations Directorate and organizational elements which support the Director of Launch Operations during the performance of major tests will provide the Test Operations Office, LA-OPN, with Firing Room Badge Requirements and a Function/Seating list for their respective areas by location and console function for the Operational and Secondary Firing Rooms during above designated Test Operations.

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b.   Access badge requirement lists and Function/Seating lists will be forwarded to the Test Operations Office, LA-OPN, by a date identified by the Test Supervisor. Each organization submitting access badge requirements will include the name of their badge coordinator who will be responsible for accountability and issuance of badges for his organization. The Test Operations Office will issue badges only to authorized badge coordinators.

c.   Permanent, Operations, Maintenance, and Secondary Firing Room Badges will be issued on a hand receipt to the appropriate agency for distribution and will be controlled by that agency until completion of the LCD exercise. Temporary and Relief Badges will be issued on an individual basis by the Security guard at the Firing Room entrance.

d.   Lost, missing, mutilated, or stolen badges will be reported to the Test Supervisor's Office, LA-OPN. Replacement badges will be issued after receipt and approval of a written request for replacement which is to include organization symbol code, circumstances of loss, badge number, and badge coordinator signature. The Test Operations Office, LA-OPN, will provide KSC Security with information required to implement badge number checks at the Firing Room entrance.

4.1.5 ACCESS CONTROL - IMPLEMENTATION

a.   Function/Seating lists and Badge Requirements will be reviewed by LA-OPN to ensure strict compliance with this directive.

b.   Access control to the Firing Rooms will be implemented thirty minutes prior to the beginning of a scheduled exercise. Overall enforcement of these procedures is the responsibility of the Test Supervisor. He will request implementation through KSC Security. Implementation actions will be discussed at the test briefing prior to the scheduled exercise.

c.   During certain periods announced by the Test Supervisor, access to the Firing Room during test operations will be limited to persons possessing a Permanent Firing Room Badge.

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d.   Changes to a seating plan or badging requirement after submittal by agency will be handled in the same manner as described in 4.1.4.a above with the exception that justification for the change will be included.

e.   Access badges will be worn so as to be visible at all time within the Firing Rooms.

f.   Access to the Operations Management and Visitor Rooms will be controlled by the Program Office and coordinated with the Test Operations Office, LA-OPN.

g.   Visitor access to the Firing Rooms will be approved only through the Launch Operations Manager or by the Test Supervisor.

h.   Each organization assigned functions in the Firing Room or who may require access during space vehicle test operations is responsible for their personnel being briefed on the contents of this directive prior to badge issue.

End of Directive.